



10 August 1995

Information Management

**MANAGING THE PROCESSES OF PRINTING,
DUPLICATING, AND COPYING**

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AFI 37-162, 1 December 1994, is supplemented as follows:

1.4.1. The authority to sign DPS 5600/2, **Duplicating Reproduction Request**, is as determined by the head of each organization. The Cadet Wing staff and BCT Summer Training Program personnel will each send a letter to PSH listing individuals authorized to sign DPS 5600/2. Letters will be updated as changes necessitate.

1.4.3. (Added) Submit requirements for academic year/term printing (DF/34 TRW/AH/PL) for fall and spring terms for over 5,000 units to PSH (Harmon Hall printing plant) not later than the last workday of October for delivery by the first day of the spring semester and no later than the last workday of May for delivery by the first day of the fall semester. Exceptions to this schedule must be justified in writing and signed by the Dean of the Faculty; Commandant of Cadets (Commander, 34th Training Wing(34 TRW/CC)); Director of Athletics; Commander, Preparatory School; or their designated representative.

1.4.4. (Added) Submit requests other than academic printing with lead times in accordance with the schedule outlined in attachment 1.

1.19. Photographs and illustrations are used only for functional purposes. Only camera-ready, black-on-white copies are accepted.

1.22. Document covers are printed in the same color ink used in the rest of the job.

1.23A. (Added). Special Activities or Events. Printing for special activities or events such as symposiums, seminars, conventions, and so forth, that are hosted or sponsored by USAFA organizations, and the activity or event is directly related to the mission of that organization, are entitled to full PSH support. The head of the department sponsoring the activity or event must certify on DPS 5600/2 that "The use of appropriated fund support for the attached job is directly related to the mission of (your section or department). The printing of this job is for the benefit of the Academy and faculty and is not merely for the convenience of (name of event)." It is also the responsibility of the OPR for any of these activities or events to ensure print requests are in compliance with AFI 37-162. Activities or events hosted or sponsored by USAFA organizations that are not directly related to that unit's mission are not entitled to PSH support nor

can PSH do such printing on a reimbursable basis (in accordance with AFI 37-162). Printing support for such events must be procured off base and must be paid for with fees collected in support of that specific event (such as registration fees and sponsor donations).

1.35. One-side-only printing of multipage jobs must be justified by the requesting official by signature on the DPS 5600/2.

1.38. Requests for card-stock covers (other than for academic material and operational plans) must be justified by the requesting official by signature on DPS 5600/2. Printed material with less than 25 printed sheets will use self-cover.

1.40.3. Memo pads with functional title for the following two-digit organizations (including HQ USAFA/CCP) are authorized:

Superintendent (HQ USAFA/CC)

Vice Superintendent (HQ USAFA/CV)

Command Historian (HQ USAFA/HO)

Commander, 34th Training Wing (34 TRW/CC)

Commander, Preparatory School (HQ USAFA/PL)

Dean of Faculty (HQ USAFA/DF)

Director of Athletics (HQ USAFA/AH)

Director of Admissions (HQ USAFA/RR)

Director of Financial Mgmt/Comptroller (HQ USAFA/FM)

Director of Personnel (HQ USAFA/DP)

Director of Plans and Programs (HQ USAFA/XP)

Director of Protocol (HQ USAFA/CCP)

Director of Public Affairs (HQ USAFA/PA)

Director of Safety (HQ USAFA/SE)

Director of Quality and Assessment (HQ USAFA/QI)

Inspector General (HQ USAFA/IG)

Senior Enlisted Advisor (HQ USAFA/CCC)

Staff Chaplain (HQ USAFA/HC)

Staff Judge Advocate (HQ USAFA/JA)

10th Air Base Wing Commander (10 ABW/CC)

10th Air Base Wing Chaplain (10 ABW/HC)

10th Air Base Wing Financial Management (10 ABW/FM)

10th Air Base Wing Logistics (10 ABW/LG)

10th Air Base Wing Social Actions (10 ABW/SA)

10th Air Base Wing Staff Judge Advocate (10 ABW/JA)

10th Civil Engineering Group (10 CEG/CC)

10th Communications Squadron (10 CS/CC)

10th Medical Group (10 MDG/CC)

10th Mission Support Squadron (10 MSS/CC)

10th Security Police Squadron (10 SPS/CC)

10th Services Squadron (10 SVS/CC)

1.41. (Added) Request for Printing Service: Copy Preparation:

1.41.1.1. Prepare all originals in final form on white paper using blackest image possible. PSH is not responsible for the reproduction quality of second-generation copy. The use of see-through tape over any copy and the use of blue pencil or blue ball-point pen on the final copy is discouraged. Signature should be in black ink for quality reproduction. Poor quality jobs will be annotated as such on the DPS 5600/2 or returned for better quality copies.

1.41.1.2. If your job is over three pages and is not sequentially numbered, you must furnish a USAFA Form 27, **Page Dummy**, to PSH or PSF (Fairchild Hall printing facility) along with your request. PSH and PSF will not accept a job over three pages without a USAFA Form 27 unless jobs are sequentially numbered and are printed back-to-back. USAFA Form 27 is mandatory for all commercial printing requests.

1.41.1.3. When copy requires insertion of separate pictures, illustrations, and so forth, identify each item on the reverse side and indicate on the copy where it is to be inserted.

1.41.1.4. Posters and visual aids will not normally exceed 11" x 17" in size. Requests for card stock for posters will be fully justified by the requesting official by signature on the DPS 5600/2.

1.41.2. Scheduling Procedures:

1.41.2.1. PSF does not have the capability to produce work that requires multiple colors, original photographs, forms, card stock, or hand collating. These items can be obtained through PSH.

1.41.2.2. Any condition or circumstance not caused by PSH or PSF (delays, mistakes, changes, reruns, and so forth) which adversely affects a production schedule will need to be rescheduled and will require the same amount of additional lead time for completion or authorization for overtime.

1.41.3. Preparing DPS 5600/2. Submit routine requests for printing services using DPS 5600/2 (three copies) for work scheduled based on attachment 1.

1.41.3.1. The PSH job planner will contact originator on all unsigned printing requests for authorization.

1.41.3.2. Enter a delivery date that is realistic and in accordance with the printing schedule contained in attachment 1. "As soon as possible (ASAP)" requests will be treated as routine requests.

1.41.3.3. Requests for emergency or priority printing (other than that referenced in paragraph 1.4.3) must be fully justified on DPS 5600/2 and signed by an official with a 3-digit office symbol. Printing will be done on a first-in- first-out basis.

1.41.4. Coordination Required. Obtain approval or coordination before submitting your job to PSH as follows:

1.41.4.1. Forms Management (10 MSS/IMPF) for reproduction of blank forms, certificates, formats, and overprinted forms. **Exception:** 10 MSS/IMPF does not coordinate on higher headquarters blank forms (e.g., AF, DD, SF) when requested by the Publications Distribution Officer (10 MSS/IMPD).

1.41.2.2. 10 MSS/IMA for printing of envelopes, form letters, and standard distribution letters.

1.41.4.3. Publications Management (10 MSS/IMP) for all temporary (unless the item shows a specific event date) and permanent visual aids (posters) and recurring periodicals (newsletters).

1.41.4.4. Institutional Research (HQ USAFA/RRER) for all surveys/questionnaires given to Academy permanent party members or cadets.

1.41.5. Cadet Use of Printing Facility. Cadets will not use the PSF facility for printing support. They must bring or send their request to PSH in Harmon Hall.

2.2. Commercial printing requests must be processed through PSH and procured through GPO.

2.2.1. (Added) If requested, the commercial printing contractor will provide, through PSH, proofs of the work to be printed to enable the OPR to detect errors before the final product is printed. The OPR verifies punctuation, spelling, and grammar only. During this review, author's alterations are highly discouraged because they can be costly.

2.2.2. (Added) The following minimum turnaround times for the procurement of commercial printing are determined by GPO and must be observed:

2.2.2.1. Multiple-page publications: 60 days.

2.2.2.2. Opscan forms: 45 days.

2.2.2.3. Envelopes: 40 days.

2.2.3. (Added) Priority commercial printing jobs needed sooner than established GPO turnaround times require a surcharge and will result in substantial additional cost to the government.

2.7.1. Use DD Form 282 to obligate funds and establish a fund identification (for assistance with completing form, contact PSH). Send DD Form 282 to PSH through Accounts Payable (DAO/FMFM). To request printing, use DD Form 282 or DPS 5600/2 (if obligating funds against the existing fund identification).

2.11. PSH customers are required to sign for all completed printing jobs when picked up.

2.11.1. (Added) Reproduction of Classified Materials: Print classified information in the Harmon Hall facility (PSH) only.

2.11.1.2. Contact the job scheduler (PSH) for an appointment to have the material printed.

2.11.1.3. Hand-carry classified material to PSH and remain with the job until it is completed.

2.11.1.4. Acquire all materials (including make-ready copies, over runs, and plates) from PSH for proper destruction.

2.11.2. (Added) Reproduction of Examinations and Other Academic Test Materials: To prevent compromise of the material, the OPR will hand-carry to and pickup their jobs from the printing facilities (PSH and PSF). Individuals authorized to pick up academically sensitive materials are department heads, course directors, instructors directly involved in teaching the course, as well as department secretaries and education technicians.

2.11.2.2. Some sensitive materials may be printed in PSF depending upon equipment capabilities. For those requests that must be completed by PSH (Harmon Hall), PSH personnel will hand-carry to PSF. PSH secures and disposes of the over runs, make-ready copies, and plates.

2.11.2.3. To ensure proper identification and handling by the printing facilities, the OPR will indicate on DPS 5600/2 "Academically Sensitive Materials." Any academically sensitive material that must remain in either printing facility overnight will be properly secured.

4.1.1. Send jobs of over 20 copies per page to PSH or PSF for reproduction; it is not cost effective to run jobs larger than 20 copies per page on an office copier.

4.2. Reproduce classified material only on copiers approved for classified copying by PSH. Coordinate requests to have an office copier designated to copy classified material with Resource Protection (10 SPS/SPAI) and approved by PSH. Upon approval, copier monitors will ensure the guidelines for classified copying, as outlined in AFI 37-162, are strictly adhered to. After reproducing classified material, copier users will ensure that at least three blank sheets of paper are run through the machine to ensure no latent image of the classified information remains on the reproduced copies. These copies will be treated as classified waste. Display AFVA 205-9, Classified Reproduction Authorized, in copier facilities designated for classified reproduction.

4.3.1.1. (Added) The majority of copiers at the Academy are controlled by a contract copier service plan. Do not purchase or rent copiers without prior approval of the Academy printing liaison office, Information Management Flight (10 MSS/IM). 10 MSS/IM will authorize only those requests for Air Force-owned or rented copiers that are fully justified.

4.3.1.2. (Added) Copier monitors play an integral part in the overall management of the Academy's Copier Service Plan. Organizations with copiers will use USAFA Form 105, **Office Copier Data Sheet**, to appoint copier monitors. Prepare two copies of this form and submit both copies to PSH for approval. Upon approval, a copy will be returned and must be posted near the office copier. This form is stocked and issued by PSH; contact PSH for assistance in completion, if needed. Ensure copier monitors are properly trained and are aware of limitations and restrictions posted. PSH will provide copier training to copier monitors.

4.4. AF Form 936 is not required at USAFA.

4.4.3. (Added) Post AF Form 1112, USAFA Form 105, and AFVA 205-8 or AFVA 205-9 near the copier.

4.4.4. (Added) Ensure copier users are properly trained, are aware of limitations and restrictions posted, and know office copiers are not to be used to copy blank forms, publications available through PDO, copyrighted material, or personal documents.

4.4.5. (Added) Immediately report copier malfunctions to the copier contractor. The monitor will record all downtime caused by machine malfunction on AF Form 1115. Maintenance performed on government-owned copiers is the responsibility of the OPR.

4.4.6. (Added) Notify PSH when service by the copier contractor or copy quality does not meet standards.

4.4.7. (Added) Ensure your office receives credit for bad copies reproduced. Bad copies are defined as copies that cannot be used due to machine malfunction. In addition, copies made by the service technician while repairing your copier are also counted as bad copies.

4.4.8. (Added) Verify meter readings recorded each month by contractor personnel. The contractor forwards readings to PSH.

4.4.9. (Added) Store copier supplies provided by the vendor in a safe place and ensure supplies are used only for the copier. Offices having government-owned copiers must procure their own supplies.

4.4.10. (Added) Make sure copiers provided by the Copier Service Plan are not moved without first notifying the copier manager (PSH).

4.5. Send fully justified requests for color copiers through 10 MSS/IM to PSH.

4.6.3. Send fully justified requests for high-speed copiers or copier/duplicators through 10 MSS/IM to PSH.

4.10. (Added) Forms Prescribed. USAFA Form 27 and USAFA Form 105.

Attachment 1

TERMS

Rapid Reproduction (quick copy) will not exceed 1,200 printing units (originals multiplied by the number of requested copies). Twenty or less total impressions can be done by the customer on the self-service machine in PSF. Requests received through the distribution system will receive a normal 3-day turnaround. Service is limited to 8-1/2 by 11, 8-1/2 by 14, and 11 by 17; bond paper; black, blue, and red ink; collating; and stapling. Form letters will not be reproduced by rapid reproduction without prior coordination with the Administrative Communications and Postal Division (10 MSS/IMA).

Attachment 2

PSH AND PSF PRINTING SCHEDULE FOR ROUTINE REQUESTS

A2.1. Standard Printing Requests. This printing schedule has been prepared to reflect ONLY CAMERA-READY COPY, 8-1/2 by 11, printed on both sides of the paper, collated and stapled (if requested), with three holes drilled. Any printing requests not meeting this criteria will fall under paragraph A1.3 below, and PSH will require extra workdays to accomplish additional needs. Both PSH (Harmon Hall) and PSF (Fairchild Hall) will use this chart.

A2.2. To Compute Your Production Units:

A2.2.1. Count the number of pages (copy) in the printing request. Count all pages that are left blank intentionally. Multiply your originals (pages and blanks) times the number of copies needed. This equals your total production in units. Now find the amount of workdays needed by both printing facilities to complete the printing request. The workday count will commence when the request for printing services (DPS 5600/2) is received in PSH or PSF and after all other preparations and approvals have been accomplished. Emergency requirements will be handled on a case-by-case basis.

A2.2.1.1. 0 to 5000: 1-3 workdays (minimum). The first-in, first-out method is based on the complexity of the job. (See paragraph A1.3.)

A2.2.1.2. 5001 to 10,000: 4 workdays minimum.

A2.2.1.3. 10,001 to 15,000: 5 workdays minimum.

A2.2.1.4. 15,001 to 25,000: 8 workdays minimum.

A2.2.1.5. 25,001 and over: Call PSH job planner. Jobs over 25,001 production units are normally printed commercially. See paragraph 2.2.2, this supplement, for normal processing time for commercial printing.

A2.2.2. For printing required sooner than the time computed from this chart, call PSH job planner.

A2.3. Special Printing Requests. Allow additional turnaround time for special printing requirements. Compute processing time for the following special jobs by adding workdays to turnaround times established in paragraph A1.2 above.

A2.3.1. Photographs: Allow 2 extra workdays for every 10 photographs.

A2.3.2. Artwork (reverse and screens): Allow 2 extra workdays.

A2.3.3. Envelopes, IBM cards, special folds, saddle stitching, hand work, padding or gluing: Allow 2 extra workdays.

NOTE:

This printing schedule is subject to change during peak production periods, that is, 60 days prior to the beginning of fall and spring semesters, Cadet Graduation, and Parents' Weekend.

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